### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

## **MEMORANDUM**

**TO:** Holders of the Maine Public Assistance Manual

**FROM:** Dale Denno, Director, Office for Family Independence

**DATE:** July 18, 2012

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331, Proposed Policy #95P

Chapter XI Post Employment Assistance to Working Families (pages 1-3)

Attached to this memorandum please find policy statement release (s) as described below:

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331 PROPOSED Policy Changes #95P

Chapter XI Post Employment Assistance to Working Families (pages 1-3)

**CONTENT:** See attached memo.

**COMMENT PERIOD:** Consideration will be given to comments, suggestions and objections,

which should be submitted to:

Dawn Mulcahey, TANF Program Manager Department of Health and Human Services

Office for Family Independence

11 State House Station, 19 Union Street

Augusta, ME 04333-0011 Telephone: (207) 624-4109

TTY: (800)-606-0215 (Deaf/Hard of Hearing)

NO LATER THAN: September 7, 2012

### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

## **MEMORANDUM**

**TO:** Program Administrators, Supervisors and Other Interested Parties

FROM: Dawn Mulcahey, TANF Program Manager

**DATE:** July 18, 2012

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331, Proposed Policy #95P

Chapter XI Post Employment Assistance to Working Families (pages 1-3)

### This is a **PROPOSED** Rule:

This proposed rule permanently adopts TANF rule #95E which implemented provisions from LD 1903, Part S, §§ S-1 and S-2, which repeal the former transitional food benefits program and allow the Department to provide limited transitional food benefits to meet the needs of food supplement benefit recipients living with one or more dependent children under 18 years of age who are working at least 30 hours per week or who are working at least 20 hours per week if one or more dependent child is under 6 years of age. Eligibility rules were implemented through emergency rulemaking on July 1, 2012.

**EFFECTIVE DATE:** September 29, 2012

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The Working Families Supplement is part of the Temporary Assistance for Needy Families program (TANF) and provides a food benefit to households consisting of employed parents with minor children

## **ELIGIBILITY CRITERIA**

A. The household's eligibility for the Working Families Supplement is determined automatically on a monthly basis based on data in the Automated Client Eligibility System (ACES).

- 1. For the household to receive the benefit, data in ACES must show that during the benefit month the household:
  - a. Received food supplement benefits; and

who receive food supplement benefits, to help transition them to self-sufficiency.

- b. Did not include a member who is also receiving TANF cash assistance; and
- c. Included a minor child whose biological or adoptive parents reside in the same household; and
- d. Included at least one parent who is working 30 hours per week with the exception of a single parent with a child under age six who is required to work 20 hours per week; and
- e. Met federal TANF requirements under Title IV-A of the "Social Security Act", 110 Stat. 2113 (1996), 42 U.S.C. § 601, including citizenship.
- 2. TANF requirements such as time limits, child support assignment and participation with ASPIRE are not applicable to this program.

The Working Families Supplement benefit will be issued to eligible households on their existing food supplement electronic benefit transfer (EBT) card. The benefit will be issued during the first five business days of the month based on the prior months' work hours. The Working Families Supplement is a food assistance benefit, not a cash benefit, and can be used only as permitted by Maine's Food Supplement Program.

### **AMOUNT OF BENEFIT**

The amount of the Working Families Supplement will be determined by the Department and will be the same amount for each eligible household.

No more than one Working Families Supplement may be issued to a household per month.

## **DURATION OF THE PROGRAM**

The Department may, at any time, suspend the Working Families Supplement or reduce the benefit amount.

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Eligible households will receive monthly notice of their eligibility for the Working Families Supplement. No notice is sent to ineligible households.

If a household disagrees with a determination of eligibility for this program, it is entitled to an Administrative Hearing. Administrative Hearing procedures can be found in Chapter VI, Administrative Procedures.